



United States Court of Appeals
for the Seventh Circuit
219 South Dearborn Street
Chicago, Illinois 60604

2023-9
5/12/2023

POSITION VACANCY

Position: Administrative Project Coordinator

Salary Range: CL 24/1 to CL 26/61 (\$46,087 - \$91,100)
Depending upon qualifications

Closing Date: May 26, 2023

Position Overview:

The U.S. Court of Appeals for the Seventh Circuit is seeking applicants for an administrative project coordinator. This position is headquartered in Chicago, and reports to the Circuit Executive. The administrative project coordinator provides administrative services essential to the direction and efficient operation of the Circuit Executive's Office.

Position Duties and Responsibilities:

- Provide administrative and operational support to the Circuit Executive, and other senior leadership staff members for court functions, special projects, and studies.
- Assist with the planning and organizing of conferences, meetings, and trainings to include site planning, logistics, and the preparation of agendas and other material.
- Serve as liaison to bar associations, educational institutions, civic organizations, and special guests for the coordination and execution of court-sponsored and court-hosted events.
- Monitor and track the status and deadlines of various projects. Complete special projects as assigned. Effectively communicate project timelines, and any other relevant information to all stakeholders.
- Conduct research using source material, or the internet. Gather and analyze data for management studies to improve workflow and operating procedures; summarize findings and make recommendations based on the work performed.
- Travel within the circuit as required.
- Perform other duties as assigned.

Qualification Requirements:

To qualify for this position, candidates must have a high school diploma, at least two years of general experience, and one year of specialized experience. Applicants must have the ability to

analyze problems and assess the implications of the solutions. They must also possess the ability to communicate effectively, both verbally and in writing, with all constituencies, including judges, other court units, co-workers, bar members, and the public. The incumbent must be able to deliver quality work independently and in a timely way. Candidates must possess exceptional attention to detail, time-management skills, and organizational skills. They must be able to recognize and analyze problems, and recommend solutions. Familiarity with the Microsoft Office suite of products is required.

General Experience – Progressively responsible clerical, office, or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals nine months of experience.

Specialized Experience – Progressively responsible administrative experience in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry, and report generation.

Preferred Qualifications:

A bachelor's degree from an accredited college or university is preferred. Other preferred qualifications include: demonstrated skill in researching and interpreting guidelines, rules, regulations, and policies; prior experience working in the federal judiciary; experience assisting with planning, organizing and handling logistical arrangements for meetings and events; and familiarity with *The Guide to Judiciary Policy*.

Benefits:

Benefits include eleven paid holidays, paid vacation and sick leave, paid parental leave, participation in the Federal Employees Retirement System (FERS), and Thrift Savings Plan (401k), membership to an on-site fitness facility, and access to a nearby infant care and toddler care center at a subsidized rate. Benefits also include optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FGLI), Long-Term Care Insurance, Flexible Benefits Program, and Dental and Vision Insurance. Limited telework options are available. Information can be found on the court's website under Human Resources at: www.ca7.uscourts.gov.

Application:

Consideration will only be given to those individuals who apply through the court's online applicant tracking system and provide a resume and cover letter. Visit our applicant tracking system at: <https://www.governmentjobs.com/careers/uscourtsilnd/7thcircuitcoa>.

Applications must be received by May 26, 2023. Due to the anticipated large response to this announcement, only those interviewed will be notified of the selection outcome. The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. Travel expenses for interviews cannot be reimbursed.

Please note that this position is covered by the Fair Chance Act and requires that applicants provide criminal history information prior to receiving any conditional offer of employment. All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States. Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit.

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER